

City of Jacksonville

Recreation & Parks Department

Athletic Field/Court Rental License & Guidelines

Phone (910) 938-5312

Fax (910) 938-9520



RESERVATIONS

All reservations should be requested through the Recreation and Parks Administrative Division. All reservations are subject to priority, field capacity and field maintenance. Field availability and preparation time are both factors to be considered. Recreation and Parks Department programs will receive top priority when scheduling.

Extended rental opportunities (i.e.: leagues, tournaments, etc.) must be submitted at least 30 days in advance. Consideration will be given to all rental requests submitted on time but will be evaluated based on a first come, first served basis. Returning rentals will receive higher priority when scheduling.

Priority Levels for Field Usage:

1. Jacksonville Recreation & Parks programs
2. Jacksonville Recreation & Parks partners
3. Local non-profit and not-for-profit groups
4. Outside individuals or organizations

AVAILABLE ATHLETIC FIELDS

Softball

Northeast Creek	2 softball fields	lighted
Commons	4 softball fields	lighted
Kerr St	1 softball field	lighted

Baseball

Commons	4 youth baseball/softball fields	lighted
Phillips Park	2 youth baseball/softball fields	lighted

Practice fields

Kerr St	soccer	lighted
Georgetown	soccer, softball	no lights

ATHLETIC FIELD RENTAL FEES

Hourly (no lights)	\$10/hour
Hourly (lights)	\$20/hour
Full day use	\$50/day

Tournament Rates

1 day/1 night (4 hours of lights)	\$150
2 days/1 night (4 hours of lights)	\$175
2 days/2 nights (4 hours of lights)	\$250
2 days/3 nights (4 hours of lights)	\$300

AVAILABLE OUTDOOR COURTS

Basketball

Commons	1 court
Jack Amyette	2 courts
Wooten Park	1 court
Kerr St	1 court

Tennis Courts (night rentals not available)

Commons	8 courts
Kerr St	2 courts
Jacksonville High School	6 courts

COURT RENTAL FEES

Basketball (Fee is per court)

Non-profit	\$10/hour
Admission/Entry fee charged	\$20/hour
Commercial	\$30/hour

Tennis (Fee is per court)

Non-profit	\$10/hour
Admission/Entry fee charged	\$20/hour
Commercial	\$30/hour

INSURANCE

Anyone wishing to reserve a field must submit a Certificate of Insurance, listing the City of Jacksonville as an additional insured in the amount of \$1 million per occurrence/ \$2 million general aggregate for General Liability coverage. The insurer affording coverage must be licensed in North Carolina. This must be submitted at least 14 days prior to the scheduled rental.

Teams registered with the Recreation and Parks Department program (such as Adult Softball, Youth Baseball, etc.) requesting additional field usage for practices are not required to submit a Certificate of Insurance. Certain rental situations may not require the submission of a Certificate of Insurance and these will be determined by the Recreation and Parks Administrative Division staff at the discretion of the Director.

FIELD PREPARATION/MAINTENANCE & CONDITIONS

Organizations/Individuals wishing to rent fields will be required to utilize only Recreation and Parks Department staff for maintenance and must adhere to all Department policies. Field preparation or maintenance performed by renting organizations WILL NOT be permitted.

All field usage is based on weather and surface conditions. Conditions deemed unfit for play is at the sole discretion of Recreation and Parks Department staff and all decisions are final. Renters must adhere and obey these decisions.

CANCELLATIONS

Jacksonville Recreation and Parks Department reserves the right to cancel a reservation for any or all reasons as it may deem necessary. The renter will not be charged in situations where staff cancels the reservation.

If the renter cancels the reservation, the Recreation and Parks Department must be given at least two business days notice for the renter to receive a refund. A \$25 administrative fee will be charged for all refunds requested by the renter.

Alcohol and firearms are prohibited in all City of Jacksonville facilities and parks (including parking lots).

The City of Jacksonville is not responsible for lost, damaged, or stolen items.

I hereby certify that I have read the **Athletic Field Rental Agreement**, and fully understand and agree to abide by all of the material, rules and policies outlined herein. Failure to comply may result in my facility rental reservation being cancelled or terminated. **RELEASE OF LIABILITY:** I waive all rights and release all claims that might be had against the City of Jacksonville, its hired or contracted instructors, and their employees and agents, for any and all injuries or losses which may be suffered because of my participation, my child's/children's and/or guests participation in the above rental event.

Renter Name (Print): _____ **Date:** _____

Renter Signature: _____

Witness Name (Print): _____ **Date:** _____

Witness Signature: _____